



**Stoke Newington School and Sixth Form
Attendance and Punctuality Policy**

Headteacher	Zehra Jaffer
Chair of Governors	Shekeila Scarlett
Policy Author	Mark Bynoe, Senior Deputy Headteacher responsible for Pastoral
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1. Aims

At Stoke Newington School and Sixth Form, we are committed to meeting our obligation with regards to school attendance through our whole-school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every student has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure students have the support in place to attend school

We will also promote and support punctuality in attending lessons.

2. Legislation and Guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Student Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a student's attendance: guidance for schools](#)

3. Roles and Responsibilities

3.1. The Governing Body

The Governing Body is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data
- Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance

3.2. The Headteacher

The Headteacher is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual students
- Monitoring the impact of any implemented attendance strategies
- Issuing fixed-penalty notices, where necessary

3.3. The Designated Senior Leader Responsible for Attendance

The Designated Senior Leader is responsible for:

- Leading attendance across the school



- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Building relationships with parents/carers to discuss and tackle attendance issues
- Creating intervention reintegration plans in partnership with students and their parents/carers
- Delivering targeted intervention and support to students and families

3.4. The Attendance Officer

The Attendance Officer is responsible for:

- Monitoring and analysing attendance data
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the headteacher
- Working with education welfare officers to tackle persistent absence
- Advising the Headteacher when to issue fixed-penalty notices

3.5. Class Teachers

Class Teachers are responsible for:

- Recording attendance on a daily basis, completing registers within 5 minutes of Registration/Lessons beginning and using the correct codes.

3.6. Reception Staff

Reception staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system.
- Transfer calls and messages from parents/carers to the relevant staff in order to provide them with more detailed support on attendance.

3.7. Parents/Carers

Parents/carers are expected to:

- Make sure their child attends every day and on time.
- Call the school to report their child's absence before 8.00am on the day if their child is absent and each subsequent day of absence if there is no medical note provided.
- Provide the school with more than one emergency contact number for their child in the event of an emergency.
- Ensure that, where possible, appointments for their child are made outside of the school day

3.8. Students

Students are expected to:

- Attend school every day on time by 8.25am
- Attend every timetabled lesson on time.

4. Recording Attendance and Punctuality

4.1. Recording Attendance

We will keep an attendance register and place all students onto this register. The register is taken at registration and the start of each lesson within the first 5 minutes. The attendance register will indicate whether every student is:

- Present



- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a student is attending an approved educational activity
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

4.2. Recording Punctuality

Students must arrive in school by 8.25am on each school day. Students that arrive after 8.30am will receive a same day 30-minute lunchtime detention.

If student arrives after 9.55am with no valid reason, they will also be deemed to have an unauthorised absence for the morning session. This will impact their attendance figure.

5. Illness and Medical Appointments

5.1. Illness

We understand that students may need to be absent from school should they fall unwell. Should a student begin to improve throughout the day, they are able to attend the school later in the day to avoid absence of multiple lessons.

Should a student be unwell for 5 or more school days, we require medical evidence which can be in the form of an appointment card, prescription or a Doctor's note. We do not require for parent/carers to purchase a Doctor's note.

5.2. Medical Appointments

Attending a medical appointment will be counted as authorised as long as the student's parent/carer notifies the school in advance of the appointment. Medical evidence is requested for all such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

However, we encourage parents/carers to make medical appointments out of school hours where possible. Where this is not possible, the student should be out of school for the minimum amount of time necessary.

6. Holidays and Leave During Term Time

Holidays requested within Term Time are not authorised. However, we are aware there may be times when a young person will need to unexpectedly leave the country, for example due to the death of a family member.

Should leave need to take place during term time, parent/carers must request this at least 5 days before the absence by emailing attendance@sns.hackney.sch.uk with dates student will be absent, reason for leave needed and any supporting evidence, such as flight tickets. The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. Responses to requests for leave will be sent within 3 school days.

Should the leave not be authorised and a young person is absent from school for over 20 school days, they may risk losing their place at Stoke Newington School and can be reported as a Child



Missing in Education to Hackney Education. See Section 10 for further information on 'Children Missing in Education'.

7. Unexplained Absences

7.1. One Day Unexplained Absence

If a student is not in attendance and no prior information has been provided by parent/carer, an absent alert text message will be sent to the parent/carer to request they make contact with the school to confirm the reason for their child's absence.

7.2. Three Day Unexplained Absence

If the student has not returned to school after three school days and contact is still not obtained from parent/carer, the Attendance Officer will contact student's emergency contacts on the system to attempt to gain contact. If no contact is made, a three day absence letter will be sent home. The Attendance Officer will continue to contact emergency contacts on Day 4 of the absence period if student has not yet returned.

7.3. Five Day Unexplained Absence

If the student has not returned to school after five days schools and contact is still not obtained from parent/carer or emergency contacts, the Attendance Officer will seek to complete a home visit with another member of staff to try and obtain contact with student and parent/carer.

7.4. Over 5 Days of Unexplained Absence

Please see Section 10 'Children Missing in Education'.

8. School Refusal

School refusal is a term used to describe a young person's reluctance or refusal to attend school regularly. This behaviour goes beyond occasional instances of absenteeism and is often rooted in various factors, including but not limited to mental health concerns, friendship issues and anxiety.

It is essential for parent/carers to notify the school at the earliest opportunity if their child refuses to go attend school, to ensure early intervention is available.

Should a student refuse to attend school, work will not be provided as this hinders the student's return to school and can embed refusal to attend in future.

9. Persistent Absence (PA)

Persistent Absentees (PAs) are defined as students with attendance levels below 90%. The 90% threshold aligns with the national benchmark mandated by the Department for Education, providing a standardised metric for schools to monitor and report attendance and absence effectively. If a student falls within the PA range at the end of each half-term, parent/carers will be notified.

10. Children Missing in Education (CME)

The statutory definition is that CME are children of compulsory school age who are not registered students at a school and are not receiving suitable education otherwise than at a school.

The school recognises its vital role in working with all services to identify and re-engage these children back into appropriate education provision as quickly as possible. Children who remain disengaged from education provision are exposed to higher degrees of risk that could include engagement in anti-social or criminal behaviour, social disengagement or sexual exploitation.



Students on roll are deemed to be at risk of being CME when they:

- Fail to attend school for 5 days or more without any explanation
- Fail to return on their expected date from an authorised holiday
- Move out of Hackney and inform the school that their child will not be attending any more but it has not been possible to establish contact with their new school, or sufficient evidence if they have left the country.

Follow-up actions will typically include conducting home visits, contacting all contacts known on the student's profile, liaising with external agencies already involved with the family and speaking with staff and students closely linked to the missing student.

If the school unable to establish the reason for absence or locate the student, they will inform the CME Team at Hackney Education on the 10th school day. The student will remain on roll until Hackney Education's CME team confirm that they can be removed.

11. Strategies to Support Attendance

11.1 Incentives and Awards

The school has a wide range of resources for students in supporting increased attendance to school. These include:

- Termly and Yearly attendance assemblies and certificates.
- Reward Trips for those with improved/high attendance.
- Achievement points

11.2. Support and Intervention

For students who require support and intervention to increase attendance, the school may offer the following support:

- Attendance Letters such as low attendance letters and medical evidence only
- Meetings with key contacts, such as Attendance Officer, Pastoral Staff, SENDCo and external agencies where appropriate.
- Internal counselling support for the student
- Nominated staff member to support student
- Part-time timetable, which must be agreed by the Headteacher
- Attendance Support Plan
- Student and Parent Attendance Contract

12. Reporting to Parents/Carers

Parent/carers are kept informed about their child's attendance record in a number of ways, including:

Telephone calls from key contacts, such as their child's Form Tutor, Attendance Office, Head of Year and Leadership Team

Regular letters should their child's attendance fall below target and intervention is required. Through their child's termly Progress Checks.

The School will follow the procedures outlined within Appendix 1, taking into account individual contextual data.

13. Legal Sanctions

The school will work closely with parent/carers to support their child's attendance before pursuing any sanctions such as fines from the local authority, Hackney Education.



Should a fine be issued to parent/carers for unauthorised leave during term time, or persistent low attendance, this will be issued by Hackney Education.

14. Appendix 1: Attendance Action Flowchart





15. Appendix 2: Punctuality Flowchart

